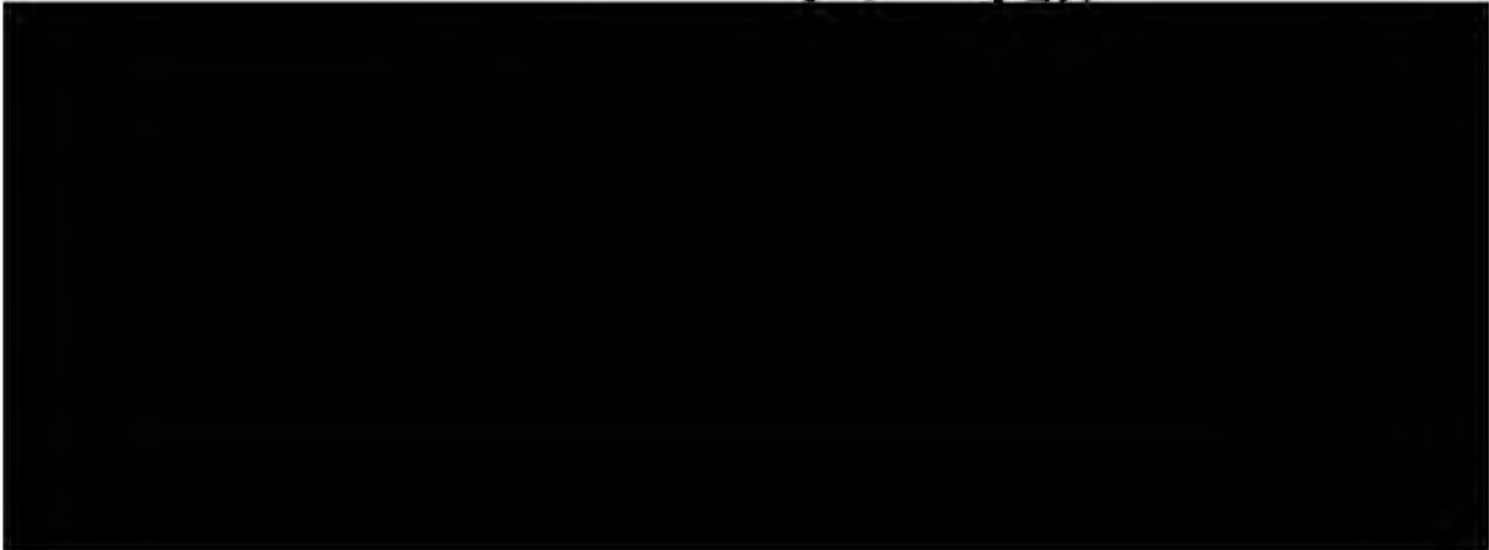


CONTRACT BRANCH

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Contracts, Amendments, executed during period of
18 January 1954 through 23 January 1954



Status of Contract Actions Pending

A. No Action	11	
B. Pending receipt of more information, clearances, etc.	10	
C. Pending Bid Opening and Award	7	
D. Negotiations Underway	21	
E. Pending drafting of contractual document	<u>2</u>	51
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor *	31	
2. Pending signature of Contractor	14	
3. Pending final clearance and signature of C. O.	<u>--</u>	45 96

* This includes interim period between drafting of contract and necessary steps for processing prior to dispatch to Contractor.

Note: 13 actual requisitions and 17 memos and letters were received during the week which will require contract or other action by the Contract Procurement officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 30 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 5.

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PURCHASE ORDER BRANCH WORK REPORT
From 18 January through 23 January 1954

A. Requisitions

1. Balance pending end of previous week	161	
2. Received during week	<u>149</u>	
	310	
3. Completed during week	<u> </u>	171
4. Balance pending end of week	139	

STATUS OF PENDING REQUISITIONS

Number Estimated Value

a. Without Action	*47	6,131.00
b. With Action		
(1) Pending information from Requisitioning Office	13	4,190.00
(2) Pending Receipt or Opening of Bids	50	15,206.00
(3) Pending Clearance from GPO/GSA	6	1,259.00
(4) Pending Completion of Services/Billing	<u>23</u>	<u>3,594.00</u>
Total	139	24,249.00

* 27 Requisitions received on 22 January - 20 received late on the 21st.

B. Documents Issued

Number

Line Items

Amount

1. Purchase Orders	184	747	58,743.64
2. Invitations to Bid	30	238	
3. Statement of Awards	8		
4. Memos	27		
5. Letters	4		
6. Bills of Lading	<u>0</u>		
Total	253	<u>975</u>	<u>58,743.64</u>

C. Documents Pending Typing

Number

1. Purchase Orders	33
2. Invitations to Bid	5
3. Memos/Letters	<u>5</u>
Total	43

D. Total Hours Overtime

1. Typists	9
2. Buyers	<u>0</u>
Total	9

Note: Details with respect to work accomplished and that pending by individuals are in the Purchase Order Branch.

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25 January 1954

WEEKLY REPORT

Period Covered 18 January through 23 January 1954

Status of Contracts and Purchase Orders under Jurisdiction of Administration and Inspection Branch requiring administration.

Total Active Contracts Beginning of Period	368
New Contracts Added During Period	9
Total	377
Contracts Closed Out During Period	8
 Total Active Contracts End of Period	 369
 Total Active Purchase Orders Beginning of Period ...	 900
New Purchase Orders Added During Period	113
Total	1013
Purchase Orders Completed During Period	146
 Total Active Purchase Orders End of Period	 867

Instruments Originated and Completed in the Administration and Inspection Branch During Period.

Contract Documents	6
Letters (Outside Correspondence)	21
Intra-Agency Memoranda	30
Reports	3
Invoices and Other Documents Processed	59
Letter Follow-Up (Purchase Order Deliveries)	128
 Total All Instruments Prepared by this Branch	 247

In view of the nature of contract and purchase order administration as well as functions of the Inspection Section, it is believed that the foregoing more equitably reflects the true status and activities performed by this Branch than the customary weekly performance report previously furnished.

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